

20 April 1961

MEMORANDUM FOR: Director of Security
(A/DO/Sec (Investigation & Ops Support) - [redacted]

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Chief, CI Staff
(Chief, CI/OA - [redacted]

SUBJECT :

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REFERENCE :

1. Attached is a copy of a brief management report relating to the recording of information on certain types of personnel having a relationship with the Agency or its employees. Also attached are copies of an unofficial procedure and form used extensively by some area divisions in complying with referenced requirements on certain such personnel.

2. In view of the paperwork and manpower apparently involved in these procedures and the fact that certain types of personnel, such as servants of Agency employees overseas, may not be satisfactorily covered by existing procedures, it appears that further analysis is desirable. It should be possible to consolidate this with existing security approval procedures into a single publication, at the same time establishing appropriate office of record responsibilities wherever such is lacking.

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3. If you concur that this matter should be pursued, please advise and we will assign the chore to the Management Staff and coordinate their recommendations with you upon completion.

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[redacted] DD/P Records Management Officer

w/o Attachments:
As Stated

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Called 4/26/61 and
reported that [redacted]
CIOA agrees that some
study is needed.